

Candidate Ratings Guidelines

Assigning candidates ratings is an important part of your responsibilities as a recruiter, because employers tend to rely on them as a measure of a candidate's potential as an employee. Use the following guidelines as you determine the ratings you wish to give to each candidate you interview.

Qualifications (1/2/3/4/5):

This rating is based on the candidate's academic background, job/internship/volunteer experience, and how well they are prepared for the kind of employment they are seeking. If the candidate has a GPA lower than 2.5 they should be able to explain why.

Direction (1/2/3/4/5):

This rating is based on how well the candidate is able to articulate their personal and professional goals. Does the candidate have high expectations for the future? Does the candidate know how to prioritize responsibilities as they work towards their goals?

Maturity (1/2/3/4/5):

This rating is based on the candidate's ability to be responsible, self-reliant and appropriate. Does the candidate dress properly for the interview, arrive on time with materials in hand, ask suitable questions, and have a basic understanding of the Workforce Recruitment Program?

Communication (1/2/3/4/5):

This rating is based on the candidate's proficiency in conveying and receiving both written and verbal information. "Verbal" includes communication through the use of a sign language interpreter or other accommodation device. Is the candidate's resume well laid out and informative? Does the candidate ask and answer questions clearly and concisely?

Overall Rating (3/3.5/4/4.5/5):

This rating represents your overall assessment of the student. This rating does not have to be the average of the other four ratings.

It should be rare that a student gets an Overall Rating of 5. Giving a candidate a 5 means that they can't get any better or that there is nothing more that they can learn during the rest of their college career. Don't use a rating of 5 as a starting point – use a rating of 3 as a starting point, since 3 is a rating of "average." This applies to your assignment of ratings in all categories.